

2018		May			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
30	01	02	03	04	
	PMIS: Personnel Management Information System (Open) CSC Multipurpose Room	NJ STEP-Day 7 (Open) Mercer County Community College	SSP Level 2-Day 2-Communicating Effectively Part 1 (Open) Mercer County Community College NJ STEP - Day 7 (Open) Burlington Community/Rowen College, 3331 Route 38, Mt. Laurel, NJ 08054		
07	08	09	10	11	
	CAMPS: County and Municipal Personnel System (Open) Mercer County Community College, Lab 217	MS Visio 2013 Basic (Open) Mercer County Community College	Business Objects Fiscal Advanced (Day 1) Open CSC, Classroom A Supervisor Success Series - Day 1 (Open) Mercer County Community College	Business Objects Fiscal Advanced (Day 2) Open CSC, Classroom A	
14	15	16	17	18	
	Public Speaking - Day 1 (Open) Mercer County Community College	Public Speaking - Day 2 (Open) Mercer County Community College	Supervisor Success Series - Day 2 (Open) Mercer County Community College	Customer Service (Open) Mercer County Community College	
21	22	23	24	25	
	Effective Meetings (Open) Mercer County Community College		SSP Level 2-Day 3-Communicating Effectively Part 2 (Open) Mercer County Community College Supervisor Success Series - Day 3 (Open) Mercer County Community College Conflict Resolution (Open) Mercer County Community College		
28	29	30	31	01	
State Holiday			Understanding NJAC 4A (State) (Day One) (Open) CSC, 44 South Clinton Ave., Trenton, NJ (Multipurpose Room)		
04	05	Notes:			

2018		June			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
28	29	30	31	01	SSP Level 3 Day 1-Motivation and Stress Management (Open) Mercer County Community College Understanding NJAC 4A (State) (Day One) (Open) CSC, 44 South Clinton Ave., Trenton, NJ (Multipurpose Room)
04 TIPS: Courtesy, Respect and Professionalism (Open) Mercer County Community College	05	06 Access Basic 2016 (Open) Mercer County Community College	07 SSP Level 3 Day 2-Problem Solving and Decision Making (Open) Mercer County Community College	08	
11 TIPS: Face to Face Communication (Open) Mercer County Community College	12 CAMPS (Open) Mercer County Community College, Room 217	13	14 SSP Level 3 Day 3-Overview of the Principles of Management (Open) Mercer County Community College	15 Excel Basic 2016 (Open) Mercer County Community College	
18 TIPS: Conflict Resolution (Open) Mercer County Community College Outlook Basic 2013 (Open) Mercer County Community College	19	20	21 SSP Level 3 Day 4-Team Building (Open) Mercer County Community College Business Objects HR Novice (Day 1) (Open) 44 South Clinton Ave, Trenton, NJ 08625 (Classroom B)	22 Business Objects HR Novice (Day 1) (Open) 44 South Clinton Ave, Trenton, NJ 08625 (Classroom B)	
25 TIPS: Team Building (Open) Mercer County Community College Word Basic 2016 (Open) Mercer County Community College	26	27 MS Visio Basic 2013 (Open) Mercer County Community College	28 SSP Level 3 Day 5-Leadership and Empowerment (Open) Mercer County Community College	29	
02	03	Notes:			

2018	July				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
25	26	27	28	29	
02	03	04	05	06	
		State Holiday			
09	10	11	12	13	
		Access Intermediate 2016 (Open) Mercer County Community College			
16	17	18	19	20	
Excel Intermediate 2016 (Open) Mercer County Community College	Outlook Intermediate 2016 (Open) Mercer County Community College				
23	24	25	26	27	
		Word Intermediate 2016 (Open) Mercer County Community College	Powerpoint Basic 2016 (Open) Mercer County Community College		
30	31	Notes:			

2018		August			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
30	31	01	02	03	
06	07	08	09	10	
	MS Visio Advanced 2013 (Open) Mercer County Community College	Access Advanced 2016 (Open) Mercer County Community College			
13	14	15	16	17	
			Excel Advanced 2016 (Open) Mercer County Community College		
20	21	22	23	24	
27	28	29	30	31	
		Word Advanced 2016 (Open) Mercer County Community College	Powerpoint Intermediate 2016 (Open) Mercer County Community College		
03	04	Notes:			